

## Northeast Valley Coalition Against Methamphetamine Resource Subcommittee Action Plan

**Accomplishment:** *Create a quick list brochure and on-line resource directory for meth specific treatment and education resources available in the seven coalition communities by September 30, 2007. Other formats will be created as funds become available. Develop and implement a plan to distribute the resource information.*

<b>Specific Action Steps</b>	<b>When</b>	<b>Who</b>
1. Compile a list of services and programs that are meth specific and are available in the 7 communities both non-profit and for-profit. Collect: contact information, description of services, eligibility, cost, insurance accepted, hours of operation, languages spoken, service area.	By June 28th	Mark Lewis – nonprofits, Bill, Stephanie, Marge – for profits
2. Check the CIR signature form to determine if here is permission to use the information.	By June 28th	Mark Lewis, CIR
3. Compare compiled data against list of service types to identify gaps. Review criteria to determine how to fill information gaps.	At June 28 <sup>th</sup> mtg	Subcommittee
4. Contact the sources to validate contact information.		Mark Lewis – nonprofits, Bill, Stephanie, Marge – for profits
5. Request legal advice on liability and disclaimer statement.		Brent/Valerie
6. Identify options for providing an on-line resource guide. Where housed? Who to maintain? Can it be hot links vs pdf?		Mark Lewis/ Subcommittee
7. Identify format for each of the final products.		Subcommittee
8. Compile list of users to test a draft version of the resource guide.		Subcommittee
9. Identify costs for each product type: brochure, online, and hard copy book(?).		Subcommittee

10. Determine final verified resource list for final products.		Subcommittee
11. Determine text and layout for brochure.		Subcommittee
12. Distribute a draft of the resource guide to selected reviewers to evaluate the product.		Subcommittee
13. Determine how to distribute and market the final products.		Subcommittee
14. Distribute final product.		Subcommittee
15.		
16.		
17.		
18.		
19.		

<b><i>Resources Needed</i></b>	<b><i>Additional Considerations/ How will you measure success?</i></b>	<b><i>Subcommittee Members</i></b>